MAJOR FUNCTIONS

The Office of the Vice President for Student Affairs provides leadership and general coordination for all student affairs services and programs of the Manoa campus of the University of Hawaii. The Vice President serves as the primary advocate for students and assures that the quality of student life and co-curricular program are developed and sustained at the highest possible level. The Vice President serves as a consultant to the President on matters of student life on all campuses throughout the University.

The Office of the Vice President for Student Affairs:

- Provides leadership to assure high standards of service and continued improvements in all student affairs services and programs including Dean of Students, Admissions and Records, the Campus Center and Bureau of Student Activities, Center for Student Development, Career Placement Services, Student Employment, Financial Aid, International Student Office, Student Health Service, College Opportunities Program, High School Relations and Special Programs, and Student Housing Office.

- Recommends and implements campus policies for student affairs programs and service, staff development, and related matters in accordance with University and campus priorities.

- Develops means for improving the quality of student life on the campus.

- Provides means for representing the views and needs of the chartered student organizations to the University administration and Board of Regents.

- Provides for evaluation of student affairs programs and services, including activities related to accreditation of the institution and its programs.

- Implements ways of attracting and retaining a staff of high quality.
Provides interpretation and implementation of existing personnel policies relating to appointments, promotion, tenure, contract renewal, leaves, retirement, stipends, and other pertinent matters. Participates in the formulation of personnel policies affecting student affairs staff. Shares responsibility with the campus Equal Employment Opportunity regulations regarding staff hiring. Reviews and approves DOM appointments, requests for sabbatical leave, request for leave without pay, and all out-of-state travel for Student Affairs staff.

Provides for efficient management of all general, special, revolving and trust funds that are assigned to Student Affairs.

Represents the views and needs of Student Affairs and the University in the general community, the Legislature, and, when appropriate, at the National and international levels.

Serves as the chief decision maker for program, budget, and personnel for all units of the Office of Student Affairs.
The functions of the Dean of Student Services extend over two major categories: (1) Administrator for Student Affairs programs, and (2) Dean of Students.

The Dean of Student Services administers Student Affairs programs and reports directly to the Vice President for Student Affairs. The Dean of Student Services serves as the liaison between the Vice President for Student Affairs and the program directors for Admissions and Records, Bureau of Student Activities and Campus Center, Career Placement Services, Center for Student Development, College Opportunities Program, Financial Aid Office, High School Relations and Special Programs, International Student Office, Student Employment Office, Student Health Services, and Student Housing.

The Dean:

- organizes and coordinates Career Placement Services, Center for Student Development, College Opportunities Program, High School Relations and Special programs, International Student Office, Student Employment Office, and Student Health Services;
- prepares procedures required to implement Federal and State statutes regarding student programs;
- drafts position papers, proposed policies and procedures, and legislative testimonies;
- coordinate preparation of legislative proposals and testimonies and monitors possible impact of legislation on the University.
- facilitates and supervises research;
- facilitates special projects;
- oversees special projects;
- serves as hearing officer for Educational Rights and Privacy;
- serves on Academic Procedures Committee;
- administers the Student Conduct Code;
- serves the role of ombudsman.
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ADMINISTRATIVE OFFICER

MAJOR FUNCTIONS

The Administrative Officer is responsible for budgeting, preparing financial reports, purchasing/personnel and payroll and other functions relating to the fiscal aspects of the Office of Student Services. Under the general direction of the Vice President for Student Affairs, the Administrative Officer provides assistance to all program directors and fiscal officers of Student Affairs programs in fiscal and personnel matters. The Administrative Officer serves as the liaison between the Office of the Vice President for Student Affairs and the Office of the Director of Budget.

The Administrative Officer also does the following:

- Formulates annual operating budgets and develops allocations to the operating departments.
- Develops expenditure plans and maintains expenditure controls which require analyzing program needs to determine variances and the recommendation to the resolution of these variances.
- Serves as the purchasing office for Student Affairs. Reviews and prepares procurement and payment documents for compliance to policies and procedures as well as accuracy. Also maintains all accounting records.
- Plans, organizes, coordinates and reviews all personnel management and EEO/AS functions including the daily transactions dealing with such matters.
- Serves as the resource unit responsible for the monitoring and maintenance of all personnel records and other required documents regarding to position.
- Serves as the liaison between central administration offices and CQA departments.
- Provides other staff support as required by the Vice President for Student Affairs.
The Office of Admissions and Records:

- Counsels students and admits them into the University through the implementation of established policies and procedures;
- Develops an optimum master course schedule;
- Maintains an accurate data storage and retrieval system;
- Develops and maintains a computerized student information system;
- Disseminates and provides information on matters relating to admissions, residency, registration, student records, and other related matters.

Office of the Director

Provides leadership and administrative direction to the functional units. In carrying out the mission of Admissions and Records, the Office of the Director performs the following functions:

- Plans Admissions and Records programs and determines the resources necessary to carry out the programs.
- Formulates office policies and procedures consistent with federal and state legislation and University policies governing admission of students, controlled growth of UHM and academic and administrative affairs.
- Directs the evaluation of Admissions and Records programs to determine the effectiveness and efficiency of operations to implement any corrective measures.
- Plans and guides the direction and development of a student information system.
- Provides liaison and technical services in the admissions and registration areas of the UHM administration.

Admissions and Residency

Counsels and admits students into the University through the implementation of policies and procedures established as a result of articulation and planning among the Office of Admissions and Records, the offices of the Deans of the various colleges and the Faculty
Admissions Committee. Determines residency status of all applicants for tuition assessment purposes.

The major functions of this unit are:

- Establishes policies and procedures for the admission and placement of students educated in the U.S. and abroad.
- Determines the admissibility of applicants by reviewing applications, transcripts, SAT scores, and other supporting documents.
- Counsels applicants, parents and faculty regarding admissions and related areas.
- Establishes and implements the means by which the University's controlled growth policy is adhered to, the number not to exceed controlled growth ceilings.
- Evaluates the effectiveness and efficiency of the means by which applications are solicited, assessed and acted upon.
- Identifies and assesses those conditions which affect the admissibility of students; recommends possible remedial measures.
- Recommends and implements the means by which applicants are recruited for admission to UHMC.
- Establishes criteria for and grants advanced standing credits for work performed outside this institution, including the granting of credits for work experience equivalent to college courses.
- Administers rules and regulations pertaining to residency (tuition) classification.
- Compiles all appeals of initial residency classification for submission to the University Committee on Appeals.
- Establishes criteria by which equitable and consistent residency classifications are made.
- Clarifies and interprets residency requirements for applicants, for other University system residency personnel and for the general public.
- Solicits reciprocal tuition agreements with other states and countries and establishes the terms of reciprocity, as recommended by the Board of Regents.

Registration/Records

Develops, with the aid of the academic and administrative units
of UHM, an optimum mix of courses, instructors, physical facilities and time into a master course schedule to satisfy student demands. Registers students. Maintains an accurate student data storage and retrieval system as a means to satisfy inquiries from students, administrators, and other agencies and institutions and to satisfy operational and management requirements. The following are the major functions of this unit:

- Assesses the input of College Deans with the projected and actual enrollments in courses to develop a master schedule of courses and informs colleges if student demand for courses are not being met.
- Develops a master schedule and distributes copies of the schedule of courses.
- Evaluates the efficient and optimum utilization of classroom space.
- Examines alternative registration methods and recommends changes and improvements.
- Plans the registration process and evaluates the extent to which student demands are met and the efficiency of the registration method utilized.
- Provides information to students on registration procedures.
- Coordinates planning activities and needs of all offices involved in registration.
- Prepares, organizes, and monitors all materials and resources required for registration.
- Maintains academic and personal history records of all students enrolled at UHM.
- Establishes standards and operating procedures in creating and maintaining student records in accordance with accepted standards of recordkeeping and with University rules and regulations.
- Creates record for all registrants and maintains currency and accuracy of data, including all academic work by students.
- Provides transcripts of academic records as requested by students and diplomas and certificates to graduates.
- Establishes standards and operating procedures to safeguard the confidentiality of records and to permit students accessibility to their own records in accordance with federal and state legislation (e.g., the Family Educational Rights and Privacy Act of 1974) and University policies and procedures.
Establishes and implements procedures for the processing of graduation candidates.

Informs students of their right to withhold authority to release directory information and obtains their authorization for release.

Information and Computer Services

Develops and maintains a student information system to provide services more effectively and to satisfy operational and managerial requirements and inquiries to facilitate decision making. Disseminates and provides information regarding admissions, residency, registration, student records and other related matters. The following are the major functions of this unit:

- Develops plans and alternatives for a computerized student information system.
- Plans and acquires computer support for Admissions and Records and other campus operations and for the generation of statistical and other required reports.
- Schedules produces and distributes course, student and enrollment information printouts to the college student services, departments and other offices.
- Identifies those areas which may require computerization and determines system specifications.
- Reviews data processing procedures to improve efficiency and accuracy.
- Provides analytical and statistical support in assessing the impact of policies and procedures on Admissions and Records programs and students' progress.
- Direct, analyze, design and modify, purchase and maintain inventory of computer related forms/equipment/supplies for data gathering and computer-generated output.
- Provides liaison/technical support for all users of the student information system.
- Maintains and controls student information system code tables which control and preserve the integrity of our files and certain reports used in the student information system.
- Reviews alternative means by which student information is gathered, maintained and stored, including such alternatives such as a microfilming system.
- Identifies data needs of the University community and the general public.
. Evaluates alternative means of meeting data needs and selects methods which ensure efficiency and economy.

. Reviews and evaluates the various means by which information is disseminated and takes necessary corrective measures.

. Organizes resources needed for information dissemination.

. Receives, screens, and distributes mail within Admissions and Records and forwards to other offices as appropriate.

. Provides stenographic services to all the professional staff of A & R.
The Student Activities Program pursues two primary objectives: (1) to provide co-curricular programs, services and learning opportunities which contribute to the quality of campus life for students by meeting their intellectual, social recreational, physical, emotional, and moral development needs; and (2) to promote leadership and self-direction among those students who become involved in managing student life activities on campus or who assume an active partnership role in campus governance.

The Program pursues a product outcome and a process outcome, both of equal importance. Through the delivery of services and programs (the product) which meet the developmental needs of the general student population, Student Activities involves students in organizational governance (the process) which fosters the development of personal leadership.

The efforts of the Student Activities Program are focused among the following five sub-program areas:

**Administration & Management:** To enhance the quality of departmental personnel and administrative support systems to effectively serve the University community.

**Services & Facilities:** To ensure and promote a positive climate and community environment which supports institutional and personal developmental needs through the provision of services, conveniences, and amenities in the University community center complex of facilities.

**Student Leadership Development:** To broaden opportunities for students to become self-directed and to improve their abilities to work effectively within organizational settings.

**Co-curricular Interventions & Academic Interfacing:** To increasingly provide co-curricular programs and learning opportunities which contribute to the quality of life for students by meeting their intellectual, social, recreational, physical, emotional, and moral development needs.

**Advocacy & Linkage:** To articulate the needs, goals, concerns, roles, interests, and causes of both the students and other University community members to each other and to advocate on behalf of one to the other in the process of institutional governance and management.
The Financial Aids office serves as a steward for the University of Hawaii at Manoa for federal, state, and private sources of student aid funds to assist students with financial need. As a steward, the office has fiduciary responsibilities in the delivery of these funds to students who qualify. The office provides:

- Timely financial information throughout the State for high school students and their parents;
- Timely financial aid awards;
- Loan counseling;
- Assistance to students in preparing financial aid applications;

The Office monitors the use of program funds and prepares appropriate and timely reports for the following programs:

1. Scholarship and Grants
   - State: Hawaii State Scholarships, Hawaii Merit Scholarships, Tuition Waivers, and Hawaii Student Incentive Grant;
   - Federal: Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, Nursing Professions Student Scholarships (Graduate, Baccalaureate, Associate), Law Enforcement Education Program, and Exceptional Need Scholarship;
   - Institutional: Contingency Funds, Internal and External private scholarships; U.H. Foundation Scholarships

2. Loans
   - State: State Higher Education Loan; other state loan programs, such as the Hawaii State Loan.
Federal: National Direct Student Loan, Health Professions Student Loan, Health Education Assistance Loans, Nursing Professions Student Loans (Graduate Baccalaureate, Associate), Law Enforcement Education Program, and Guaranteed Student Loan.

Institutional: Short-Term Loans

3. Employment

Federal: College Work-Study Program.

Finally, the Office assists the University of Hawaii in the development of community scholarship programs.
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STUDENT HOUSING OFFICE

MAJOR FUNCTIONS

The Student Housing Office provides housing services at the University of Hawaii at Manoa. In keeping with the philosophy and purpose of providing on-campus housing, the services include educational development programs, fiscal management; physical plant programs; housing assignment; conference housing; services; and student, faculty, parent and community relations programs.

Educational Development

- Develops a sound and effective housing educational program.
- Plans, initiates and supervises ongoing staff development programs.

Fiscal

- Revenue collection - receives, deposits, and accounts for all incoming revenues into the University revenue undertaking revolving fund.
- Expenditures - reviews requests for procurement and processes payments. Identifies and recommends investment of excess funds to maximize interest income.
- Finance management and budgetary planning - maintains accurate records and prepares income and expenditure projections.

Housing Services and Operations:

- On-going operational detail of administering and managing residence facilities on campus involving staff personnel; budgeting; student programming, advising, and assignment; maintenance and land management; conference housing; computerization and other aspects of management procedures. Coordinating with the staff support services of the central housing office personnel to implement department policies and responsibilities. Oversees food service operations and provides off-campus housing information service.
Assignments

- Coordinates procedure of application and assignment for student housing. Implements computerized housing assignment program.
- Evaluates cafeteria and food service operations.

Conference

- Directs overall conference housing program making maximum utilization of housing facilities for conference usage and maximum conference income in support of the overall student housing operating budget.
- Promotes and negotiates with various groups interested in conference housing.

Personnel

- Coordinates all personnel matters including planning and initiating, recruitment programs, participating in the selection process and maintaining the personnel files.

Physical Plant

- Establishes the guidelines and procedures, evaluates and assists in the implementation and operation of a complete maintenance program for housing facilities and grounds.
- Develops preventive maintenance; coordinates major repair and purchase activities involving multiple operation units; refers them to outside agencies; reviews reports for repair and replacement requests, damage assessments, and inventory as recommended by the area staff.
- Coordinates energy conservation efforts.

Health and Safety

- Reviews security reports and needs. Develops and recommends security programs and collaborates with security and police agencies.
- Inspects, reviews and implements health and safety activities to insure environment conducive to on-campus living.
Hall Operations

Directs student activities, advising, discipline and counseling; room assignments; building and grounds maintenance and cost center budget planning and expenditures. Initiates purchases and contracts for services. Oversees desk operations, check-ins and outs and damage assessments; manages repair and maintenance programs; and performs other management responsibilities to provide a sound student housing program for the following residence halls:

- **Hale Aloha Residence Facilities:** Coordination of a major housing complex including supervision of full-time staff and paraprofessional "live-in" staff for group of residence facilities--Hale Aloha Ilima Tower (255 students), Lehua Tower (255), Lokelani Tower (255) and Nokihana Tower (255).

- **Makai Resident Facilities:** Operational coordination of a housing complex along Dole Street--Frear Hall (144 students), Johnson Hall (195) and Gateway House (208) including supervision of full-time staff and paraprofessional "live-in" staff.

- **Mauka Residence Facilities:** Operational coordination of a housing complex in Mauka Campus and the quarry areas--Hale Laulima (154 students), Hale Kahawai (140) and Hale Anuenue (34) including supervision of full-time staff and paraprofessional "live-in" staff.

- **Hale Noelani Apartments:** Operational coordination of an apartment housing complex consisting of five low-rise housing units (218 students) including supervision of full-time staff and paraprofessional "live-in" staff.

- **Hale Wainani Apartment Complex:** Operational coordination of an apartment housing complex consisting of two high-rise and two low-rise buildings (648 students) including supervision of full-time and paraprofessional "live-in" staff.
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SCHOOL AND COLLEGE RELATIONS

MAJOR FUNCTIONS

This office includes the High School Relations, National Student Exchange (NSE), Regents Scholarships for Academic Excellence and Presidential Achievement Scholarship, Senior Citizens, and Veterans Affairs Programs.

High School Relations. This office provides schools and community colleges in Hawaii with current and appropriate information on programs at UH-Manoa. This office maintains close working relationships with school administrators, counselors, and teachers. This office facilitates recruitment and campus visits of K-12 students and staff.

National Student Exchange Program. This office counsels students from the University of Hawaii who plan to attend mainland universities and students from mainland universities attending the University of Hawaii under the National Student Exchange Program. This office assists in applications, record transfers, course selections and their applicability to degree programs, registration procedures, financial aid transfers, and other administrative requirements. This office provides overall leadership in the development of the program.

Regents Scholarships for Academic Excellence and Presidential Achievement Scholarships Program. This office provides appropriate development of Regents and Presidential Scholars. The office develops spirit of intellectual and social pursuit. The office organizes student and faculty mentor program for scholars and provides appropriate orientation programs for scholars and parents of scholars.

Senior Citizens Program. This office serves as liaison between the community and the University; dispenses information, handles inquiries, and advises interested senior citizens in application, selection of courses and registration; provides specific academic advice and counseling to senior citizens enrolling in the UH-Manoa day program; and provides leadership in the development of the program.
Veterans Affairs Programs. The Office serves as the liaison between the Veterans Administration and the University of Hawaii in assisting veterans with fulfilling degree requirements in accordance with VA requirements and benefits. The office certifies enrollment, course loads, and work toward the degree program.
The Student Employment Office includes the on-campus student employment program, the off-campus student employment Job Locator Development (JLD) program, and the Cooperative Education Program. The Student Employment Office develops work experience programs to enhance the student's career development.

The Student Employment Office administers the student employment program of the University of Hawaii at Manoa.

- Assures that the student employment program complies with State and Federal requirements;
- Assures that student employees are treated equitably within the University of Hawaii at Manoa;
- Offers opportunities for career exploration.

The Student Employment Office develops and implements the Job Locator Development (JLD) program for off-campus student employment.

The Student Employment Office develops and implements the Cooperative Education Program.
The International Student Office (ISO) provides services to the 1400 non-immigrant students from more than 100 countries studying at the University of Hawaii and U.S. students who wish an experience abroad. To accomplish this, the ISO works in a holistic way, involving faculty, support personnel, fellow students, the wider Hawaii community, and national and international institutions. International students represent not only themselves and their families, but also their national interests and so the work of the ISO impacts national, state, and institutional concerns and provides opportunities for mutual educational exchanges.

Services provided by ISO include: orientation programs directed toward active understanding and participation in campus and community life for new international students; assisting the University of Hawaii in the administration of selected scholarship programs to promote international educational exchange; interpreting and assisting faculty, staff, and students with home country and U.S. regulations that apply to non-immigrant students; communicating information on University and intercultural matters pertinent to foreign students; interacting with community, schools and other organizations on global education activities; and stimulating intercultural training and activities among the students at the University.

The Study Abroad Center, located in the International Student Office, provides information and assistance to the growing number of American students who wish to include travel and overseas study as part of their educational program. It assists students in finding opportunities to study abroad and thereby expand their knowledge about the world. Study abroad programs such as the London Semester and short-term study programs abroad are coordinated by this center.
"Higher education is one of the most valued means for preparing individuals for society...for embarking on a career, and for improving the quality of life." (Strategy for Academic Quality 1985-86, University of Hawaii, 1984). In response to these goals, the Career Placement Services Office develops and provides services to students and alumni of the Manoa Campus in planning and searching for rewarding careers.

Career Placement Services assists UH-Manoa students and alumni on vocations, careers, and employment. It maintains a library of employer information and directories, job announcements, graduate school catalogs and various career information books. The office also coordinates a campus recruiting program where employers interview graduating students and alumni for local, mainland and overseas positions.

The Career Placement Services Office:

- Assists UH-Manoa students and alumni in matters related to careers, vocations, and employment.
- Provides individual and group counseling on career and employment.
- Provides a career employment referral service for graduating students and alumni.
- Assists clients in establishing appropriate and realistic career goals and in developing the skills required to implement these goals.
- Coordinates a campus recruiting program and arranges for prospective employers to interview graduating students and alumni for local, mainland, and other overseas positions.
- Provides relevant research, publications, and reports.
- Provides information on employment needs and trends.
- Maintains a library of employer information and directories, job announcements, graduate school catalogs and various other career information resources.
The goal of the Center for Student Development is the development of intellectually, emotionally, physically, spiritually, ethically, mature individuals. The Center's view is a holistic one, recognizing that all facets of growth are important. There is a recognition that each student is a unique individual with different needs and different reasons for enrolling at UH. The Center also recognizes that other members of the University faculty and staff are equally concerned about the development of students, and provide services and programs for students. The Center's unique mission and challenge is to attempt to continue to take a holistic view at all times.

The Center provides the following coordinated group of services designed to assist students:

- Career Counseling Services. All students should declare their majors before they progress too far in their academic programs. In addition, most students expect their academic studies to lead to some type of career upon graduation. Career counseling helps students explore strengths and limitations, interests and values, and personality and skills; and to use this understanding in planning their academic and occupational career. Career counseling is not the major function, the Center coordinates career counseling with Career Placement Services and Student Employment Office.

- Personal Counseling Services. Lack of confidence, fears, low self-esteem, inability to get along with others, loneliness, not being able to cope with people and situations, and similar problems are not uncommon. Students who are in these situations can talk to one of the professional counselors. All matters discussed in counseling are confidential and do not affect academic standing in any way.

- Psychiatric Consultation Services. In any situation, a few people who find themselves more seriously depressed, unable to control their behavior or doing things they don't understand, may want and need psychiatric consultations. The counselor can determine whether or not psychiatric consultation is needed.
Educational Counseling Services. The Learning Assistance Center offers programs, commercial materials and diagnostic services in developing more effective study habits and learning skills. These services are provided on an individual basis through personal program development or on a group basis through workshops. Areas of development include time management, listening/notetaking, reading, research paper writing and general and standardized exam preparation. Context area tutoring is provided upon availability of services.
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STUDENT HEALTH SERVICE

MAJOR FUNCTIONS

The Student Health Service provides clinical and preventive health educational services for students at the University of Hawaii at Manoa. The Student Health Service provides health services to students as follows:

a. Initial health assessment upon entry into University.
b. Clinical services for simple medical conditions.
c. Referral services for private medical care.
d. Preventive services such as immunizations and TB prophylaxis.
e. Counseling and mental health services.
f. Medical social services.
g. Family planning services.
h. Medical insurance assistance.

The Student Health Service also provides:

(a) health education and information to students through personal and group contacts and to the entire campus community through RAs, bulletin boards, and other public means;

(b) faculty and staff training of students in health oriented disciplines;

(c) sports medicine and nutritional services; and

(d) emergency health services to all members of the community.

The Student Health Service develops and negotiates for student medical insurance which is appropriate to the needs of college students, and serves as the major health resource on Campus.
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COLLEGE OPPORTUNITIES PROGRAM

MAJOR FUNCTIONS

The major function of this office is to screen, select and prepare a minimum of 75 high-risk non-traditional adults from regionally disadvantaged areas and/or from multiple problem families for University admission and enable them to maintain themselves in a full-time University program. Participants will be with or without high school diplomas, who are normally inadmissible to a four-year degree program.

The College Opportunities Program:

- Conducts an intensive residential summer orientation and instructional program to prepare the student for a regular freshman program through (1) using diagnostic instruments to assess areas of academic weakness and planning developmental assistance; (2) informing and acquainting the students with the academic community and its services and requirements.

- Provides support services during the freshman year to maximize the learning experience of developing students through (1) individual and group counseling to overcome problems and enhance personal growth; (2) preparation of students to seek and utilize the campus resources and services.

- Acculturates students to University life by providing residential experiences and co-curricular activities.

- Establishes on-going evaluation processes to measure effectiveness of program goals and services.

- Provides management and general support for the Operation Manong Program, which is designed to provide University students with knowledge of and field experience with multicultural education and the education of immigrant children.

- Provides management and general support for the Health Careers Opportunity program for disadvantaged and non-traditional undergraduate students pursuing health, medical and allied health careers.